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WINNIPEG MULTIPLE UNIVERSE ANALYSIS AND ENHANCEMENTS TO APARTMENT VACANCY SURVEY

FINAL REPORT

FOR REFERENCE ONLY
POUR CONSULTATION SEULEMENT

Canada Mortgage and Housing Corporation
Société canadienne d'hypothèques et de logement

Canadian Housing Information Centre
Centre canadien de documentation sur l'habitation

WINNIPEG MULTIPLE UNIVERSE ANALYSIS

AND

ENHANCEMENTS TO APARTMENT VACANCY SURVEY

CMHC PART V RESEARCH

CONFIDENTIAL

Consultant: Blair Murdoch

Research Contract: PIDN 59667

May, 1986

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Staff	- Municipal Affairs Assessment Branch-Portage la Prairie

Responsibilities for any errors or omissions rest with myself. Likewise, the views and opinions expressed herein are mine and are not necessarily shared by CMHC.

Blair Murdoch

Project Consultant

EXECUTIVE SUMMARY

Five areas of research have been completed to improve CMHC-Winnipeg's monitoring capability of the Multiple Family Housing Stock.

- Verification of the Winnipeg AVS Universe.
- Enhancements to Structure Description: Winnipeg AVS Universe.
- Establish a Row Vacancy Survey Universe in Winnipeg and Brandon.
- Establish a Row/Apartment Vacancy Survey Universe in Steinbach, Selkirk and Portage la Prairie.
- Establish a Condominium Universe in Winnipeg.

The first area of research completed resulted in 102 projects or 2022 units being added to the Winnipeg AVS Universe. The majority of these units were found in Winnipeg's inner city. A total of thirteen projects were also deleted from the Winnipeg AVS Universe. These projects were either converted to condominiums or demolished.

Four enhancements were made to structure description: building type; type of rental financing assistance; condominium registration; and an alternate location description. The enhancements have been recorded for the 1700 apartment structures contained in the Winnipeg AVS Universe. It is recommended that these enhancements be input into the National Office AVS Universe system as they will provide the Branch with a more comprehensive picture of the existing apartment Universe and enable more sophisticated analysis.

A Row Vacancy Survey Universe containing 136 projects or 4,497 units has been established in Winnipeg. The Universe has been input into a FMS 80 Data Base File along with the results of the initial April, 1986 Row Vacancy Survey. The Vacancy Rates in the private public and combined Universes were 1.9%, 0.4% and 0.9% respectively. A Row Universe has also been established in Brandon, however, was not prepared in time for the April Survey. This Universe will be surveyed in October.

Row/Apartment Universes have been established in Steinbach, Selkirk and Portage la Prairie. These Universes have been input into a FMS 80 Data Base File along with the results of the April, 1986 Vacancy Survey. The combined vacancy rates (private and public) in Steinbach, Selkirk and Portage la Prairie were 0.5%, 0.8% and 2.4% respectively.

A Condominium Universe containing 11,605 units and two systems for monitoring this Universe have been established in Winnipeg using a FMS 80 Data Base File. The systems include one for monitoring tenure type within projects and one for monitoring unit sales within projects.

I. INTRODUCTION

The purpose of this Part V Research Project centres on improving CMHC-Winnipeg's Monitoring capability of the Multiple Family Housing Stock. To this end five key areas of research were identified by the CMHC-Winnipeg Housing Analyst and completed under the terms of the Part V research contract (Appendix 1).

- Verification of the Winnipeg AVS Universe.
- Enhancements to Structure Description: Winnipeg AVS Universe.
- Establish a Row Vacancy Survey Universe in Winnipeg and Brandon.
- Establish a Row/Apartment Vacancy Survey Universe in Steinbach, Selkirk and Portage la Prairie.
- Establish a Condominium Universe in Winnipeg.

The first area of research was to verify and update the existing Winnipeg AVS Universe. This included identifying projects that should be included in the universe and others that should be deleted.

The second area of research was to enhance structure descriptions so to provide a more comprehensive picture of existing structures and enable more sophisticated analysis of the apartment universe. Enhancements include a definition of building type, type of rental financing assistance, condominium registration, and an alternative location description.

The third area of research was to expand and improve the monitoring system for rental housing by establishing Row Universes in Winnipeg and Brandon. Both Universes are "now included in" the semi-annual CMHC Apartment Vacancy Survey.

The fourth area of research was to establish Row/Apartment Universes in Steinbach, Selkirk and Portage la Prairie. Similar to the third area of research this is intended to expand and improve CMHC-Winnipeg's monitoring system. All three communities are "now included in" the semi-annual CMHC Apartment Vacancy Survey.

The final area of research was to establish a Condominium Universe in Winnipeg. Within this Universe a breakout of rental versus ownership tenure was established as well as a system for monitoring changes in the tenure profile. In addition to this, a system for monitoring sales on a unit - by project - by area basis was established. This final area of research is intended to provide the branch with a clear picture of the rental universe which exists within Winnipeg's condominium market, and a system for monitoring this market.

The purpose of this report is to outline in detail the procedures used in completing the five research areas outlined above, provide the results of the research and identify any significant trends. This report is also intended to be a guide to other CMHC Branch Offices who are interested in undertaking similar research. The actual results of the research (i.e. inventory of Row Units, enhancements, etc.) are either stored within a FMS 80 data base program or in files within the Winnipeg Branch. This information is available on request.

II. VERIFICATION OF THE WINNIPEG AVS UNIVERSE

A number of factors affecting the AVS Universe makes it necessary to periodically verify and update it. Some of these factors are:

- Weak data collection during staff changes (i.e. starts & completions).
- Coding mistakes on AVS 1674 cards (i.e. enumerators coding projects not available for rent under the permanent category rather than the Temporary or Data Refusal category).
- Conversion of commercial space to residential space.
- Demolitions and conversions occurring within the unsampled universe.
- Projects missed during the initial creation of the universe.

These factors and others can create a situation where projects have to be added or deleted from the AVS Universe. Below is an account of the procedures used to verify and update the Winnipeg AVS Universe and the results of this process.

II. 1. Procedures and Results

Four sources were used to verify and update the Winnipeg AVS Universe:

1) City of Winnipeg Environmental Planning Department (Research Division)
2) City of Winnipeg Fire Department
3) CMHC - Winnipeg Assessment Files
4) CMHC - Winnipeg ARP and MURB registers

The primary source used for verifying the AVS Universe was a Data Base File of all Winnipeg Row and Apartment Units (private rental, public rental and ownership) provided by the Environmental Planning Department. This data base (PDAS) was created from the City of Winnipeg Assessment Roll, and is believed to be the most complete inventory of housing units in the City. The PDAS file is updated on an annual basis with the Assessment Department's annual Assessment Roll update.

Apartments with 6 or more units in the PDAS file were cross-checked against the AVS Universe. It was found that 202 projects in PDAS could not be accounted for in the AVS Universe. To verify the existence of these projects, they were cross-checked against the remaining three sources identified above. Out of the 202 projects, 46 were confirmed by all three sources and 12 confirmed by two out of three sources. A sample of these projects along with a sample of the 84 projects confirmed by one or less sources, was physically inspected. Inspections revealed that a significant number of projects were either rooming houses not conforming to CMHC apartment definitions[1] or structures with two addresses (i.e. the same project registered in AVS and PDAS but under different addresses). These findings led to site inspections of the original 202 projects identified. This project eliminated 102 projects leaving 100 projects (2,022 units) to be added to the Winnipeg AVS Universe.

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1 Starts and Completions Survey - Market Absorption, Statistical Services Division - defines an apartment unit as a self-contained dwelling unit situated above or below one or more units (residential or non-residential).

The 100 projects were checked with the City of Winnipeg Assessment Department field sheets (site assessment sheets used by city assessors). From this source all relevant data on each project was obtained (i.e. date built, # of stories, bedroom breakdown, etc.) This data was then stored in a FMS 80 Data Base Program file (The Data Base File is described in more details in Appendix II). A printout of these projects was provided to the Market Research Clerk (Winnipeg) to be added to the AVS Universe via the SP 1006 Record - Apartment Listing form.

The majority of the 100 projects (71 or 1,427 units) were found in Winnipeg's four inner city survey zones. The remaining projects were scattered through Winnipeg's eight suburban survey zones. Approximately 30% of the projects were built before 1940 and 33% built between 1960 and 1969. In terms of size, 65% of the projects contained under 20 units, 30% between 20-50 units, and 5% over 50 units.

The Winnipeg AVS Universe was also checked to see whether demolitions or condominium conversions went undetected in the unsampled portion of the universe. Checking an inventory of registered condominiums provided by the City of Winnipeg Assessment Department against the unsampled universe, resulted in the deletion of 4 projects. Three of the projects contained over 50% ownership units and one project had been converted from 6 to 4 units. An inventory of demolitions dating back to 1980 was provided by the Environmental Planning Department and checked against the AVS unsampled Universe. A total of 9 projects were found in the AVS Universe and subsequently deleted.

III. ENHANCEMENTS TO STRUCTURE DESCRIPTION - WINNIPEG AVS UNIVERSE

Four enhancements have been made to structure description within the Winnipeg AVS Universe. These enhancements (listed below) will provide the Winnipeg Branch with a more comprehensive picture of the existing apartment universe while at the same time enable more sophisticated analysis of the universe:

1) Building Type
2) Type of Rental Financing Assistance
3) Condominium Registration
4) Alternative Location Description

The building type classification system developed for the Winnipeg AVS Universe is outlined in Table 1. This classification system was developed after consultation with the Winnipeg Branch Appraisal Department and Inspection Department. Three natural breaks in apartment types emerged through this consultation and were centred around requirements for elevators under the National Building Code. Under the Low-Rise classification no elevator is required, under Mid-Rise one elevator is required and under High-Rise two elevators are required.

The AVS enumerators were given this classification system and asked to classify each structure within the AVS Universe during the April 1986 survey. The code type described in Table 1 was placed on each 1674 survey card by the enumerators.

Five forms of rental financing assistance were applied to the Winnipeg AVS Universe:

1) Canada Rental Supply Program (CRSP)
2) Provincial RentalStart
3) Assisted Rental Program (ARP)
4) Residential Rehabilitation Assistance Program (RRAP)
5) Multiple Unit Residential Building (MURB)

Any AVS structure registered under one or more of the five forms of assistance was identified and coded correspondingly on the Apartment Universe Survey - Universe Listing printout (430). CMHC - Winnipeg Branch lending department supplied registers of projects falling under the five forms of assistance.

TABLE 1

APARTMENT AND ROW CLASSIFICATION SYSTEM

Apartment	Code to Use on 1674
1) Low-Rise	
a) 1 to 3B	Apt L
b) 2 or 3 storey stacked townhouse	Apt LS
2) Mid-Rise	
4 to 7 stories	Apt M
3) High-Rise	
8 stories plus	Apt H
Row	
1) Single Width	Row S
2) Back-to-Back	Row B
3) Single Width and Back-to-Back in One Project	Row SB

The third enhancement made to structure description was condominium registration. An inventory of all apartment structures registered as condominiums in the City of Winnipeg was obtained from the City Assessment Department. Structures showing up in both the AVS Universe and condominium inventory were identified and coded on the Universe Listing printout. In the majority of cases the structures identified had not yet been split into ownership units. However, there were three projects within the unsampled portion of the universe which were owner-occupied and therefore deleted from the universe.

The final enhancement made was an alternative location description. The alternative used was the City of Winnipeg's Environmental Planning Department's Area Characterization boundaries. These boundaries, unlike the census-based CMHC survey zones, are based on neighbourhood characteristics and not census tracts. Each structure within the AVS Universe was coded by Area Characterization zone and placed on the Universe Listing printout. The neighbourhood characterization boundaries allows for small area and neighbourhood analysis of the housing supply.

The enhancements described above along with the sources and methods for obtaining them have been supplied to the Market Research Clerk. It is recommended that these enhancements be input into the National Office AVS Universe system.

IV. ESTABLISHING A ROW VACANCY SURVEY UNIVERSE IN WINNIPEG AND BRANDON

Row housing has been a popular form of rental accommodation in recent years. This form of housing, particularly since the MURB provisions under Capital Cost Allowance Program was introduced in 1975, accounts for a significant portion of both the Winnipeg and Brandon rental universes (9% and 12% respectively). To date these Universes have not been monitored on a regular basis. To improve the Winnipeg Branch's knowledge of the respective Row Universes as well as improving the overall rental market monitoring capabilities, Row Vacancy Survey Universes have been established in Winnipeg and Brandon.

IV.1 Procedures and Results

The initial inventory of row structures in Winnipeg was obtained from the Environmental Planning Department through the PDAS file (described in Section II). The City's property code definition for row projects was compatible with CMHC definitions found in the Guidelines and Procedural Manual for Starts and Completions published by the Statistical Services Division. Once the inventory was established it was necessary to examine the City Assessment field sheets to obtain all of the relevant information (i.e. date built, # of stories, bedroom breakdown, etc.). The enhancements described in Section III were also applied to the row universe. In addition a row classification was applied to the row universe (see Table 1). All of this information was then input into a FMS 80 program file (described in Appendix II).

In establishing the Row Universe for survey purposes two departures were made from AVS guidelines. First, projects were surveyed rather than structures.[2] This departure simplified the survey by eliminating the necessity of surveying individual structures in a project that could have up to 20 buildings. Furthermore, the information generated from the survey (rents and vacancies) would be identical regardless of the survey technique used.

The second departure from AVS guidelines was not to adhere to the definition of 6 units or more. For the purpose of surveying the row universe two other stipulations were made regarding size:

a) single building projects with 4 or more units were surveyed
b) multiple building projects with 6 or more units were surveyed[3]

The Winnipeg Row Universe consists of 217 projects or 6,710 units. Of this total 5,128 units are rented and 1,582 owned. For survey purposes only those projects greater than 50% renter-occupied were included in the Row Vacancy Universe. In addition, only 9 of the 12 Winnipeg Survey Zones were actually surveyed. Three inner city zones were not surveyed because of an insufficient sample size in each zone (Fort Rouge - 95 units, Centennial - 60 units, and Midland - 79 units). In future, Vacancy Surveys in these three inner city zones could be surveyed as one zone.

---

2 The number of structures within each project have been recorded and appear on the 1674 survey card.

3 Many row projects contain a mix of duplex and row units. Because of the difficulties involved in removing duplexes from the surveyed projects they have been left in.

One inner city zone has been included in the survey (Lord Selkirk). Although this zone is classified as part of the inner city, a significant portion of it is actually suburban in nature. The majority of the 485 row units in Lord Selkirk are located within the suburban portion of the zone.

The Winnipeg Row Vacancy Universe consists of 136 projects on 4,497 units. Of this total approximately 65% are three bedroom units and 25% are two bedroom units. The Universe contains 1,967 privately-initiated units and 2,529 publicly initiated units. The significant volume of publicly-initiated units indicates a strong family orientation in the Row Universe. Moreover, the high proportion of three bedroom units supports this contention.

Approximately 95% of row unit in the Winnipeg Row Vacancy Universe were constructed after 1960. Furthermore, almost 50% (2,270 units) of the Universe was built while the Capital Cost Allowance MURB provisions were in effect (1975-1981). Following the termination of this program on December 31, 1981, only 234 row units have been constructed in Winnipeg to date. The majority of these newly constructed units are owner-occupied.

A Row Vacancy Survey was undertaken in Winnipeg in conjunction with the April, 1986 Apartment Vacancy Survey. The sample of row units surveyed represented 100% of the private stock (1,967), and 100% of the public stock (2,529). The Vacancy Rates in the private and public universes were 1.9% and 0.04% respectively. The combined Vacancy Rate was 0.9%. Average rental rates for two and three bedroom units (private) were calculated at $490 and $499 respectively.

A row universe has also been established in Brandon. The Assessment Branch of the Manitoba Department of Municipal and Urban Affairs was the main source used for establishing the privately-initiated portion of the Universe. An assessment roll listing (ARL) for residential structures with greater than 3 units was supplied and checked against the field sheets found in the Provincial Assessment Office in Brandon. The property code used within this provincial department was not compatible with CMHC row definitions, therefore site inspections were required. The publicly-initiated portion of Brandon's Row Universe was established using the Catalogue of Housing Stock put out by Manitoba Housing. Detailed information on each project was obtained from the Brandon Housing Authority. The same guidelines used for establishing the Winnipeg Row Universe (surveying projects not structures, size stipulation, etc.) was applied in establishing the Brandon Row Universe. The Brandon Row Universe was not prepared in time for the April, 1986 survey and therefore will be surveyed in October.

Both the Winnipeg and Brandon Row Universes have been input into an FMS 80 Data Base file. Within this file all relevant data has been stored and is accessible in a variety of formats. In addition, rental rates and vacancies have been recorded within this data base file enabling the Winnipeg Branch to printout the survey results. A report has also been written from this data base file which allows the branch to printout the 1674 survey cards. A more detailed account of this data base file and its capabilities is given in Appendix II.

All new row projects constructed in Winnipeg and Brandon will be added to the respective universes following a six month absorption period by the Market Research Clerk. The procedures for entering this data into the FMS Data Base file have been provided to this person. In addition, the Market Research Clerk will be responsible for recording the results of the semi-annual survey in this data base file.

V. ESTABLISH A ROW/APARTMENT VACANCY SURVEY UNIVERSE IN STEINBACH, SELKIRK, AND PORTAGE LA PRAIRIE

Row/Apartment Vacancy Survey universes have been established in Steinbach, Selkirk and Portage la Prairie. This will improve CMHC-Winnipeg's knowledge of the respective housing markets and will allow the branch to monitor these markets on a semi-annual basis.

V.1 Procedures and Results

As in Brandon the main source for establishing the privately-initiated universes in the above communities was the Provincial Assessment Branch. The Assessment Roll Listing for all three communities was obtained to create the initial inventory of apartment and row projects. Field sheets from each community were examined to obtain all relevant data and each project was physically inspected to determine the type of building and to insure conformation with CMHC definitions. The publicly-initiated portion of the Row/Apartment Universes in these communities was established using the Catalogue of Housing Stock put out by Manitoba Housing. Detailed information on each project was obtained from the Housing Authorities within each community.

The guidelines for surveying row projects described in Section IV were applied to the three communities. In addition, because a significant number of four-plexes were found in the three communities, apartments with 4 or more units were included in each community's Survey Universe. Once again, each Universe is recorded in the FMS 80 Data Base file.

The Row/Apartment Universes in Steinbach, Selkirk and Portage La Prairie contain 386 units, 541 units, and 981 units respectively. Table 2 outlines in more detail the characteristics of each universe.

TABLE 2

ROW/APARTMENT UNIVERSES

STEINBACH

	Row	Apartment	Total
Private	29	212	241
Public	65	80	145
TOTAL	94	292	386

SELKIRK

	Row	Apartment	Total
Private	25	229	254
Public	87	200	287
TOTAL	112	429	541

PORTAGE LA PRAIRIE

	Row	Apartment	Total
Private	4	496	500
Public	167	302	469
TOTAL	171	798	969

Row/Apartment Vacancy Surveys were carried out in Steinbach, Selkirk and Portage La Prairie in conjunction with the April, 1986 Vacancy Survey. The results of the respective surveys are outlined below:

	Private	Public	Combined
	Vacancy Rate	Vacancy Rate	Vacancy Rate
Steinbach	0.9%	0%	0.5%
Selkirk	1.5%	0.4%	0.8%
Portage la Prairie	2.9%	1.9%	2.4%

In each community 100% of the publicly-initiated universe was surveyed while 99%, 89% and 95% of the privately initiated universe was surveyed in Steinbach, Selkirk and Portage la Prairie respectively.

The Market Research Clerk will add all new row and apartment projects to the respective Universes following a six month absorption period. The procedures for entering this data have been provided to this person. In addition, the Market Research Clerk will be responsible for recording the results of the semi-annual survey in this data base file.

VI ESTABLISH A CONDOMINIUM UNIVERSE IN WINNIPEG

A condominium inventory or Universe was established in Winnipeg with the legislation of the Condominium Act in 1968. Under the Act all new or converted condominiums have to be registered with Land Titles. Before registration can occur a set of bylaws and declarations must be drawn up. In addition, a land survey of the project must be completed before registering with Land Titles. Following these steps the project can be registered and individual sales initiated.

Using the inventory of all registered condominiums as a base, a more detailed condominium universe has been developed. Moreover a system for monitoring sales activity as well as changes in tenure within individual projects has been established in this Part V Research Project. The Universe and monitoring system have been established to improve the Winnipeg Branch's knowledge of the Winnipeg Condominium Market.

VI.1 Procedures and Results

As indicated above the main source used to establish the Winnipeg Condominium Universe was the inventory of registered condominiums. The inventory was supplied by Land Titles via the City of Winnipeg Assessment Department. This inventory was not detailed in terms of project description, therefore, it was necessary to obtain all relevant data from the Assessment Department's field sheets. The inventory of condominium projects along with all the relevant data was then input into a FMS 80 Data Base file (see Appendix II).

There were 159 buildings registered as condominiums as of July, 1985 representing 11,605 dwelling units. Of this total 46 buildings or 2,934 units were built as condominiums and 113 buildings or 8,671 units were converted to condominiums. Since July 1985, another 8 projects have been registered as condominiums in Winnipeg. Detailed information was not available on these projects, therefore they were not included in the Universe. These projects and others will be added to the Universe as information becomes available.

Condominium registrations in Winnipeg began to increase significantly after 1976 (Table 3). Prior to that date only 10 projects representing 727 units were registered in Winnipeg. In 1977 alone more units were registered (892) than in the previous 7 years combined. Registrations escalated to 1982 when in that year 3,223 units were registered as condominiums in the City of Winnipeg. Registrations have tapered off significantly since 1982.

Despite a significant number of registered condominiums in Winnipeg only 30% of the units are owner-occupied. In the majority of cases most renter-occupied projects have been registered as condominiums primarily for future conversion prospects. Almost one third of the projects within the Condominium Universe were registered as MURBs under the terms of the Federal Income Tax Act.

The River-Osborne part of Fort Rouge contains the highest concentration of registered condominiums in Winnipeg. Other zones with significant concentrations of condominiums include St. James, Fort Garry and Assiniboine Park. Table 4 outlines the location of condominium projects

TABLE 3

Condominium Registration - 1970 - 1985*

Registration Date	New		Converted		Total	
	Projects	Units	Projects	Units	Projects	Units
1970	1	107	-	-	1	107
1971	-	-	-	-	-	-
1972	-	-	-	-	-	-
1973	1	120	-	-	1	120
1974	-	-	1	24	1	24
1975	-	-	2	319	2	319
1976	-	-	5	157	5	157
1977	5	428	5	464	10	892
1978	8	753	8	654	16	1407
1979	11	845	13	675	24	1520
1980	3	114	6	466	9	580
1981	1	20	22	1882	23	1902
1982	3	139	28	3084	31	3223
1983	3	100	6	95	9	195
1984	5	114	12	614	17	728
1985	5	194	5	237	10	431
TOTAL	**46**	**2934**	**113**	**8671**	**159**	**11605**

* July 31, 1985

Following the establishment of the Winnipeg Condominium Universe two systems were developed to monitor this Universe:

a) a system for monitoring tenure type within Condominium projects (rental versus ownership)

b) a system for monitoring sales of individual units within a condominium project

The first system is set-up to receive the tenure breakdown for individual projects within the Condominium Universe. The 1985 tenure breakdown has been established for this Universe using the City of Winnipeg Assessment Roll and input into the FMS 80 Data Base File. The tenure breakdown can be updated once a year (April) using the updated annual Assessment Roll. It is recommended that the Housing Analyst or someone working under this person, be delegated the task of updating the tenure breakdown.

The second system has been set up to receive individual sales of units within the Condominium Universe. A separate Data Base file has been established for entering all condominium unit sales that occur within Winnipeg. This file will receive the following information:

a. Project Address
b. Unit Number
c. Condominium Unit Number (if different from Unit Number)
d. Number of Rooms
e. Number of Bedrooms
f. List Date
g. List Price
h. Sale Date
i. Sale Price

TABLE 4

Concentration of Condominium Units

in Winnipeg by Survey Zone

	ZONE	% OF CONDOMINIUM UNIVERSE
1.	Fort Rouge	19%
2.	Centennial	5%
3.	Midland	0.5%
4.	Lord Selkirk	0.5%
5.	St. James	23%
6.	West Kildonan	3%
7.	East Kildonan	7%
8.	Transcona	0%
9.	St. Boniface	3%
10.	St. Vital	7%
11.	Fort Garry	15%
12.	Assiniboine Park	17%
		100%

The file will allow for 20 sales transactions for any one unit. In addition, this file can be merged with the file used for storing the Condominium Universe, therefore allowing for a more comprehensive picture of both the project and unit.

The system has been tested using sales transactions in 1985 for the Fort Garry Zone. The Winnipeg Branch - Appraisal Department has been provided with this system and will record transactions during the past three years along with updating the file on a monthly basis.

The sources for the initial research and monthly updates are the Winnipeg Real Estate Board Multiple Listing Service and the TEELA Data Management Systems file. The TEELA source provides monthly records of all real property sales and is more comprehensive than the MLS. However, the MLS provides more detail on unit description, therefore it is recommended that both sources be used for recording sales.

APPENDIX I

SCHEDULE A - TERMS OF REFERENCE

RESEARCH SUMMARY

The objectives of the research contract centre on the description, elaboration and cataloguing of Winnipeg's multiple family housing stock for systematic monitoring. The key areas of research activity can be described as follows:

I - Verification of Survey Universe

Review CMHC Winnipeg AVS Universe to:

i) establish rental status and compliance of structures with CMHC survey definitions
ii) identify structures which may be transferred to row universe
iii) review structures deleted from universe since 1980 due to conversion, review current status and recommend structures for possible re-inclusion
iv) undertake physical inspection of structures as required

II - Enhancements to Project Description

Create a property code and implement system for recording following variables on CMHC 1674 for each of Winnipeg's 1700 multiple structures.

i) neighbourhood characterization area
ii) year of completion
iii) building type description
iv) number of stories
v) type of rental financing assistance - ARP
- MURB
- CRSP
- RRAP
vi) building condition
vii) condominium registration
viii) other - as specified

III - Extention of Survey - Rental Row/Townhouse Universe

In the cities of Winnipeg and Brandon to use existing assessment roll data to develop a universe of rental row and townhouse units for inclusion in the 1986 April semi-annual CMHC Apartment Vacancy Survey. This universe will:

i) conform to CMHC structure type definitions
ii) include only ground-oriented multiples of not less than four linked units per structure
iii) include all relevant 1674 coding including property manager reference to allow easy implementation by enumerators in initial survey
iv) identify new universe in terms of census tract location, size, type of rental financing, year of completion and project ownership

Assistance and support will also be provided in administration of the initial April 1986 survey.

IV - Extention of Survey - Additional Urban Areas

Physical inspection will be required to establish a universe of rental row and apartment units of four units or more in the communities of Selkirk, Portage la Prairie, and Steinbach for inclusion in the April 1986 CMHC Apartment Vacancy Survey. This universe will:

i) conform to CMHC structure type definitions
ii) include all relevant 1674 coding including property manager reference to allow for enumerator implementation

V - Multiple Unit (Ownership) in Winnipeg Condominium Projects

To analyze condominium ownership in Winnipeg through the creation of a condominium project universe including the following:

i) list of condominium projects with units available for rental tenancy
ii) condominium ownership by both owners and renters
iii) update condominium sales and resale activity in Winnipeg market since 1980

Cooperation with Institute of Urban Studies research into a system for monitoring the condominium market will be provided by facilitating research information requests.

OBJECTIVES

The objectives of the research are to verify existing CMHC surveys for monitoring activity within Winnipeg's multiple family housing stock by area.

To create a profile of the multiple housing stock prior to, and comparative with, the 1986 Census using existing municipal land title and CMHC sources.

To verify the accuracy of the existing CMHC Apartment Vacancy Survey universe and establish Winnipeg's rental row universe and the characteristics of individual projects for initial inclusion in the April, 1986 AVS.

To enhance CMHC's awareness of ground-oriented row and townhouse units by developing separate universes of rental and condominium ownership projects including data on location, size, age, conditions and management.

Updating and development of a Winnipeg condominium universe by structure type, age, new or converted status, location and, unit type description. Price and rent level data will also be examined.

RESEARCH METHODOLOGY

The data to be used for this analysis is composed of the following sources:

1) CMHC Apartment Vacancy Universe 1980-1985
2) City of Winnipeg Assessment Roll (1984)
3) CMHC-Winnipeg Sponsored Student Research
   i) 1982 Winnipeg Condominium Study
   ii) 1980 Winnipeg Rental Housing Market Study (and AVS Update)
4) 1981 Census
5) CMHC-Winnipeg Rental Apartment Inventory System (Appraisal Blue Books)
6) Province of Manitoba Property Assessment data
7) Province of Manitoba - Rent Regulation Bureau

The AVS update and property codes from the City of Winnipeg Assessment Roll can be matched readily as location codes are sympathetic. The Assessment Roll data is based on property tax records and represents a key data series. Matching of the series will result in the creation of lists outlining the following:

- deletions from AVS universe 1980-1985
- rental apartments not listed in AVS by project
- rental row universe
- ownership row universe
- ownership apartment universe by unit

The row universe listings by tenure will be photographed and classified by unit characteristics into the CMHC rental inventory system for future monitoring. Project characteristics will be researched through interviews with property managers and other available records, eg. City Building Permits, Assessment Roll, TEELA records, Capital Cost Allowance certificate data.

The row universe will establish the characteristics of both the ownership and rental sectors. The apartment condominium universe was initially constructed by the 1982 CMHC Student Research on the Winnipeg Condominium market. The City of Winnipeg Assessment Roll and perhaps the Rent Regulation Bureau records can be assessed to verify the size and structure of the rental residual universe. The National Condominium Study provides an important base for classification and monitoring of the condominium universe. The consultant will review this work prior to creation of a system for monitoring the condominium market.

In urban areas outside of Winnipeg assistance can normally be gained from municipal or planning offices. Provincial assessment records can supplement this data.

APPENDIX II

APPENDIX II - FMS 80 DATA BASE FILE

As described in the preceding Sections two FMS Data Base files have been created. The first one called Survey was designed to receive all project specific information for the newly created Winnipeg Row Universe, Brandon Row Universe, Winnipeg Condominium Universe, and the Apartment/Row Universes in Steinbach, Selkirk and Portage la Prairie. The Survey File definition is found in Appendix III. The Survey file definition identifies all of the files, their type (Numeric - D, and Alphabetic - A), and their length. The associated report definitions (available on request) include one for printing the 1674 survey card, one for printing out the various universes, one for printing out rental rates and one for printing out vacancy rates.

Using the Survey File a variety of custom reports can be written. For example, vacancy rates can be calculated by zone, census tract or even by structure type. Customized rental rate reports can also be written. The FMS 80 Data Base Program is capable of producing reports using almost any combination of variables that are found within the File Definition.

The second file created is called Sale. This file was created to receive information on condominium sales. Appendix IV includes the sale file definition.

Appendix III and IV should provide any Branch Offices interested in similar research with the necessary information for creating the files and reports described above. In addition, a copy of the tape is available from the Winnipeg Systems Supervisor. It is assumed that the System Supervisor within a branch office is familiar with the FMS Data Base Program, therefore, a lengthy discussion on the procedures for running the FMS program is not provided here. If no one in the Branch is familiar with the program the following people can be contacted for assistance.

Claude Laduceyer
National Office
748-2140

Neil Gravelines
Winnipeg Branch
949-5679

Printouts of the various universes and associated reports are available by contacting:

Mark Thorvaldson
Housing Analyst
Winnipeg Branch
949-5648